



JOB DESCRIPTION | CA MOMS DIRECTOR | PART-TIME (HOURLY/SEASONAL)

My Win:

I know I am winning when God's grace compels me to lead spiritually convinced and unconvinced moms to complete commitment to Christ. This includes helping moms come to Christ, grow in their faith in Jesus, build community, and use their gifts to lead and serve, as well as equipping moms to raise their kids to know Jesus.

My Main Responsibilities:

- Oversee CA Moms ministry, including planning, teaching, marketing and promotions, leader care and recruiting, and pastoral care of moms
- Hours breakdown for 2025-2026 CA Moms season:
 - 8 weeks of CA Moms in the Fall: 10 hours/week = 80 hours
 - 8 weeks of CA Moms in the Winter: 10 hours/week = 80 hours
 - 3 hours/week at CA Moms weekly program
 - 2 hours/week meeting with leaders or women
 - 3 hours/week teaching prep (or recruiting/overseeing guest teachers)
 - 2 hours/week misc. (connect with supervisor, CA all-staff meeting, etc.)
 - 8 weeks prior to Fall CA Moms & 6 weeks prior to Winter CA Moms: 2 hours/week = 28 hours
 - Extra 10 hours during summer to meet with women's staff, key CA Moms leaders, vision cast, pray and prepare
 - Total Hours: 198 hours over 30 weeks

My Daily Tasks:

- Recruiting, equipping and caring for CA Moms Leaders at Christian Assembly
- Pastoring, shepherding and discipling women who are part of CA Moms
- Giving directional leadership to CA Moms
- Recruiting and overseeing volunteers to help run CA Moms, including guests speakers and teachers

My Qualifications:

- Mature and growing faith in Jesus Christ
- Love for the local church and people
- Passionate about women's discipleship, specifically moms and families, and development for leadership
- Ability to multitask, manage details and lead toward a vision
- Effective interpersonal skills and calm demeanor
- Excellent communication and organizational skills
- Self-starter and team player
- Humble, teachable, and not easily offended

My Expectations:

- Contribute positively to the culture of CA Moms and Christian Assembly at large
- Live out Jesus' mission to love God above all and others as yourself

My Circle of Influence:

- Christian Assembly Congregation and Staff
- Women's Ministry Staff, Leaders and Volunteers

I Report To:

- Colie Cabalatungan - Lead Women's Pastor